



## EEO COMPLAINT TRACKING REPORT

**NOTE:** Please read instructions on the **reverse** of this form before proceeding.

1. NAME OF COMPLAINANT		2. COMPLAINANT'S SERVICE OR DEPARTMENT	
3. COMPLAINANT'S JOB TITLE AND GRADE	4. DATE OF INITIAL CONTACT		5. DATE FINAL INTERVIEW DUE
6. BASIS OF COMPLAINT (Check one or more, as appropriate)			
<input type="checkbox"/> RACE (Specify)	<input type="checkbox"/> SEX (Specify Male or Female)	<input type="checkbox"/> HANDICAP (Specify)	
<input type="checkbox"/> COLOR (Specify)	<input type="checkbox"/> NATIONAL ORIGIN (Specify)	<input type="checkbox"/> REPRISAL FOR PRIOR EEO ACTIVITY	
<input type="checkbox"/> RELIGION (Specify)	<input type="checkbox"/> AGE (Specify date of birth)		

## 7. ISSUE OF COMPLAINT

**INSTRUCTIONS** - Check one or more issues, as appropriate, which reflects the personnel action or event the complainant is protesting. The complainant must provide a date for each issue checked.

ISSUE	DATE OCCURRED	ISSUE	DATE OCCURRED
<input type="checkbox"/> ADMONISHMENT		<input type="checkbox"/> REASSIGNMENT	
<input type="checkbox"/> ASSIGNMENT OF DUTIES		<input type="checkbox"/> REINSTATEMENT	
<input type="checkbox"/> AWARD		<input type="checkbox"/> REPRIMAND	
<input type="checkbox"/> CONVERSION TO FULL TIME		<input type="checkbox"/> RETIREMENT	
<input type="checkbox"/> DEMOTION		<input type="checkbox"/> SEXUAL HARASSMENT	
<input type="checkbox"/> DUTY HOURS		<input type="checkbox"/> SUSPENSION	
<input type="checkbox"/> EXAMINATION/TEST		<input type="checkbox"/> TERMINATION/REMOVAL	
<input type="checkbox"/> FAILURE TO HIRE		<input type="checkbox"/> TIME AND ATTENDANCE	
<input type="checkbox"/> FAILURE TO PROMOTE		<input type="checkbox"/> TRAINING	
<input type="checkbox"/> HARASSMENT		<input type="checkbox"/> WORKING CONDITIONS	
<input type="checkbox"/> PERFORMANCE APPRAISAL/PROFICIENCY REPORT		<input type="checkbox"/> OTHER (Specify)	

## 8. COMPLAINT PROCESSING LIST

ITEM	DATE	ITEM	DATE
A. COMPLAINT FILED		I. INVESTIGATIVE REPORT RECEIVED BY EEO OFFICER	
B. EEO OFFICER'S LETTER ACKNOWLEDGING RECEIPT		J. INFORMAL ADJUSTMENT ATTEMPTED WITH COMPLAINANT	
C. EEO OFFICER'S REQUEST FOR ADDITIONAL INFORMATION		K. COMPLAINT SETTLED OR WITHDRAWN	
D. ADDITIONAL INFORMATION RECEIVED		L. NOTICE OF PROPOSED DISPOSITION ISSUED BY EEO OFFICER	
E. COMPLAINT SENT TO OGC FOR ACCEPTABILITY DETERMINATION		M. RESPONSE TO NOTICE OF PROPOSED DISPOSITION RECEIVED	
F. COMPLAINT ACCEPTED FOR INVESTIGATION		N. EEO OFFICER REQUESTED HEARING BY EEOC ADMINISTRATIVE JUDGE	
G. EEO OFFICER'S REQUEST FOR ASSIGNMENT OF INVESTIGATOR		O. EEO OFFICER REQUESTED FINAL AGENCY DECISION FROM OGC	
H. ON-SITE INVESTIGATION BEGAN		P. OTHER (Specify)	

15. TYPED NAME AND SIGNATURE OF EEO COUNSELOR	16. DATE
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## INSTRUCTIONS

This form is to be attached to the inside, front cover of every EEO complaint file. Items 1 through 8A should be completed within a few days of receipt of the formal complaint of discrimination. The information required can be obtained from the formal complaint of discrimination (VA Form 4939) and the EEO Counselor's Report: Intake (VA Form 0210) and the EEO Counselor's Report: Final Action (VA Form 0211).

Fill in each subsequent Item as each transaction occurs. At the time of final action, each Item should be filled in, either with the appropriate date or with "n/a" if there is no appropriate date.

Timeframes have been established for several of the transactions listed. Those timeframes are as follows:

**Acceptability Review:** 30 calendar days from the date the complaint was filed to the date the complaint is accepted (Item 8A to Item 8F) or, if not acceptable, to the date the complaint is sent to the Office of General Counsel (OGC) for an acceptability determination (Item 8A to Item 8E). If acceptable, the EEO Officer's request for the assignment of an investigator is to be sent to the Office of Equal Opportunity (06B), in VA Central Office, concurrently with issuance of the acceptance letter.

**Informal Adjustment/Proposed Disposition:** 30 calendar days from the date the investigative report is received until the Notice of Proposed Disposition is issued to the complainant (Item 8I to Item 8L). The meeting with the complainant, during which the investigation will be discussed and informal adjustment attempted, must be accomplished within this timeframe.

**Settlement/Hearing/Final Agency Decision:** Within 30 calendar days of issuance of the Notice of Proposed Disposition, the complaint must either be settled, or transmitted to OGC for final agency decision or to the EEOC for hearing, depending on the complainant's election in response to the Notice of Proposed Disposition (Item 8I, Item 8K, 8N or 8O).